

Work Study Job Description
University of Montana Western
710 S Atlantic St. Dillon MT 59725

Department: LIBRARY

Department Head: Anne Kish

Classification (Name) of Position: Library Assistant

Student's Supervisor:

Office/Location: Library

Email Address:

Phone #: 406-683-7542

Qualifications for the position & the specific qualifications for the various levels/rates of pay associated with the position (if multiple pay rates & above minimum wage of \$8:30/hour):

Library experience is helpful (not required). Students are trained for the duties/responsibilities.

Starting wages are at minimum wage and increased wages are possible as students gain experience.

Purpose/Role of the position:

Customer Service

Keeping Library neat and orderly

Assisting library staff with duties as assigned

Duties/Responsibilities of the position & how they relate to the purpose/goal:

Operates the circulation desk, checking out and checking in library materials.

Assists patrons in using the catalog, databases, archives & etc.

Assist patrons with the use of Library technologies, such as: self-checks, printers & laminators.

Maintenance duties pertaining to the physical collection, including the shelving, shifting and inventory of materials.

Assists the technical services librarian with duties related to collection development and Inter-library Loan.

Processes new materials and checks in periodicals and newspapers.

Maintains library statistics such as building usage statistics and circulation statistics.

Does general maintenance of library equipment.

Housekeeping duties such as cleaning furniture and dusting shelves.

May open and close facility following set protocols.

Additional duties as assigned.

The Financial Aid Office will submit evaluations to each department prior to the end of each semester.